

BOROUGH OF GETTYSBURG

OFFICE OF THE MANAGER



JOB TITLE

**HUMAN RESOURCES COORDINATOR/
PROJECT MANAGEMENT ASSISTANT**

FLSA STATUS

**(Full-Time - Salary)
(Non-Union/Exempt)**

HIRING PAY RATE

\$49,000 - \$54,000

SCHEDULE

**Monday through Friday, 8:00 am to 5:00 pm
Evening Meetings as needed**

Job Description

(Created September 2021)

SUMMARY:

The incumbent of this classification performs a variety of human resources professional activities including, but not limited to, labor relations, benefit plan administration, job analysis, affirmative action planning, coordination of employee training and development, keeping employee training records, and risk assessment.

The incumbent also performs a variety of project management and implementation duties and serves as additional support for the processing of the Borough's payroll, accounts payable/receivable, and other administrative duties as assigned.

The Human Resources Coordinator/Project Management Assistant works closely with other staff in the Office of the Manager/Treasurer – most notably the Assistant Borough Manager/Secretary and Accountant I/Finance Assistant. The Office of the Manager/Treasurer is responsible for the oversight and daily management of all municipal departments and services. This oversight and management include both operational and financial responsibilities.

He/she will have contact with other offices and/or departments to resolve problems that require departure from regular procedures and is expected to engage in outreach to educate the public on matters related to Borough policies and actions.

EXAMPLES OF DUTIES & RESPONSIBILITIES: The information below is not an exhaustive list of duties and instead serves as a representative sample of the expectations of the position.

- In consultation with the Borough Manager and/or Assistant Borough Manager, administers, interprets, and implements collective bargaining agreements
- Confers with the Borough Manager, Assistant Borough Manager, Police Chief, and labor attorneys regarding disciplinary problems, grievances, other related personnel problems, and risk identifiers
 - Makes recommendations to resolve problems
 - Develops, administers, interprets, and recommends changes in personnel policies and procedures

- Participates in the collective bargaining process
- Assist visitors and callers needing assistance with various Borough services
- Listen to complaints and problems, either resolving them or directing them to the proper official
- In consultation with the Borough Manager and/or Assistant Borough Manager, handle personnel matters pertaining to benefits, medical insurance, retirement, pay rate changes, and union dues
- Complete all paperwork for FMLA, UC or WC claims, new or terminated employees, job postings or advertisements, and wage verification requests
- Maintain employee records in the Borough enterprise software program that cross-references the payroll system – to calculate payable hours and benefit time earned/used
 - Distribute benefit time reports as directed
 - Prepares/updates employee records including vacation, personal and sick leaves
 - Provide overall management of fringe benefits programs
- Provide overall management of employment and compliance to regulatory concerns
- Attends and participates in public, staff, and Borough Council meetings as assigned
- Observe rules and practices on quality of work, personal conduct, and safe, effective, and courteous service to the public and community
- Establish and manage procedures for departmental risks
- Under the direction/supervision of the Borough Manager, oversee different initiatives or projects, working closely with all stakeholders (both internal and external)
 - Meeting with project team members to identify and resolve issues
 - Submit project deliverables to ensure that they adhere to quality standards
 - Prepare status reports by gathering, analyzing, and summarizing relevant information
 - Establish effective project communication plans and ensuring their execution
 - Facilitate change requests to ensure that all parties are informed of the impacts on schedule and budget
 - Coordinate and facilitate the development of user manuals, employee manuals, training materials, and other documents as needed to enable successful implementation of Borough policies and procedures
- Become familiar with the Borough's financial software to serve as the backup for payroll processing and accounts receivable/payable in the absence of the Accountant I/Finance Assistant
- Performs other duties as assigned

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: The ideal candidate should possess the following.

- Knowledge of the principles and practices of public personnel administration and the structure and function of municipal government
- Knowledge of basic labor relation principles and practices in a collective bargaining environment
- Knowledge of classification, compensation, and benefits analysis and administration
- Knowledge of applicable federal and state employment and/or labor laws and regulations
- Knowledge of standard office procedures for correspondence, filing, money handling, dealing with the public, and organizing workflow
- Ability to elicit cooperation of others
- Ability to make independent determinations on the best possible resolution to Human Resources problems and/or concerns
- Ability to maintain confidentiality of sensitive Borough and personnel documents
- Ability to deal politely but firmly with people in varying emotional states
- Ability to work efficiently in an atmosphere where frequent distractions/interruptions occur

- Ability to prioritize and multi-task
- Ability to proofread varying types of information for conformance with specific administrative, procedural, and grammatical rules
- Ability to coordinate a variety of tasks and assignments
- Ability to compute rate, ratio, percents, and draw and interpret graphs (line graphs, bar graphs, pie charts, etc.)
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability and skill with conflict resolution when dealing with stressful situations
- Ability and skill to exercise independent judgement in establishing work priorities
- Must be willing to learn regulations of municipal government operations, services, and procedures and the laws and regulations governing them

ADMINISTRATIVE SKILLS

- Proficiency in Microsoft Office software including Word, Excel, Power Point, and Outlook
- Familiarity with use of social media and simple website management/design
- Ability to work with standard office and specialized software to maintain database(s)
- Ability to utilize computer software to run reports, and generate reports and documents as needed
- Ability to maintain meticulous and organized records in both paper and electronic format

COMMUNICATION SKILLS

- Ability to write accurate reports, correspondence, and memos in a coherent and logical manner, using appropriate grammar and punctuation
- Ability to communicate, in the English language, in a fair and concise way in all aspects of the job responsibilities, both written and verbally
- Ability to speak effectively before groups of employees and crowds in a public meeting environment
- Ability to read and interpret documents such as policies, operating and maintenance instructions, and procedure manuals
- Written and Oral Spanish language skills preferred

REASONING SKILLS

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Ability to deal with problems involving simple and complex employment and operational scenarios

REQUIREMENTS AND QUALIFYING CRITERIA:

- Knowledge and experience in Human Resources preferred
- Two-Year Associates degree in related field with a minimum of 3-years relevant experience; Bachelor's Degree Preferred; Any combination of education and experience, which indicates possession of the knowledge, skills, and abilities listed in this job description
- Ability to pass a background check with no record of criminal convictions
- Possession of a valid driver's license

If selected for consideration for this position, you may be required to provide evidence that you possess the knowledge, skills, and abilities indicated on your resume.

PHYSICAL DEMANDS/WORK ENVIRONMENT: The physical demands described below are representative of those required for the position.

- Work involves attention to detail and superior organizational skills
- Work performed primarily in an office setting - requiring prolonged periods of sitting, standing, and walking
- Ability to reach and bend
- Occasional travel
- Exposure to computer screens

SUPERVISION: This position receives supervision from and reports directly to the Borough Manager/Treasurer; This position typically does not give supervision to others.

BENEFITS FOR FULL-TIME EMPLOYEES: Medical, dental, and vision insurance; Life and disability insurance; Retirement plans; Professional development and training; Paid leave and holidays.

ADDITIONAL EMPLOYMENT INFORMATION: The Borough of Gettysburg is proud to be an equal opportunity employer, committed to workforce diversity. The Borough will provide reasonable accommodations to applicants with disabilities, in accordance with the law. Applicants requiring a reasonable accommodation for any part of the application and hiring process should contact ssnull@gettysburgpa.gov. Individual determinations on requests for reasonable accommodation will be made in accordance with all applicable laws. All qualified applicants will receive consideration for employment without regard to actual or perceived race, color, religious creed, ancestry, sex, national origin, disability, sexual orientation, gender identity, or gender expression.

Signature Signature indicates the employee has read and understands the job expectations and requirements.

Employee Signature

Date